Completing a Rehire Overview

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to employee record 0. All new employee records are incremented by 1. When adding a new employment instance, Cardinal asks if the new employment instance should be associated to the current employee record. For guidance on when to answer Yes or No to this question see below.

- Answer **Yes:** if the employee is being rehired into the same agency and back into the same employee type (i.e., wage to wage). This will hire the employee back into same employee record they had previously. Use this job aid for this process.

- Answer **No:** if the employee is being rehired into a different agency or back into the same agency but into a different employee type (i.e., wage to salaried). This creates a new employee record and hires the employee into it. See the Job Aid titled **HR351 Completing a New Hire** for this process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Personal Organizational Summary** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. A review of the information on this page is necessary to determine how to process the rehire.

Note: Personal data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed.

Note: The process described in this job aid is also used when transferring an employee from one agency to another. For further information on transferring employees from on agency to another agency, refer to the Job Aid titled **HR351 Managing an Inter-Agency Transfer**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Note: Before starting the rehire process, validate the position selected is the required position and all data related to the position is as expected. For further information on updating Position Data, see the Job Aid titled **HR351 Managing Position Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

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Rehire an Employee

1. Before beginning, the applicable employee's SSN must be available for immediate reference. This process is performed to validate that the new employee is not currently in the Cardinal system, or if the employee is already in the system, to obtain the existing Person or Employee ID.

    Navigate to the **Add a Person** page using the following path to search for matching persons:
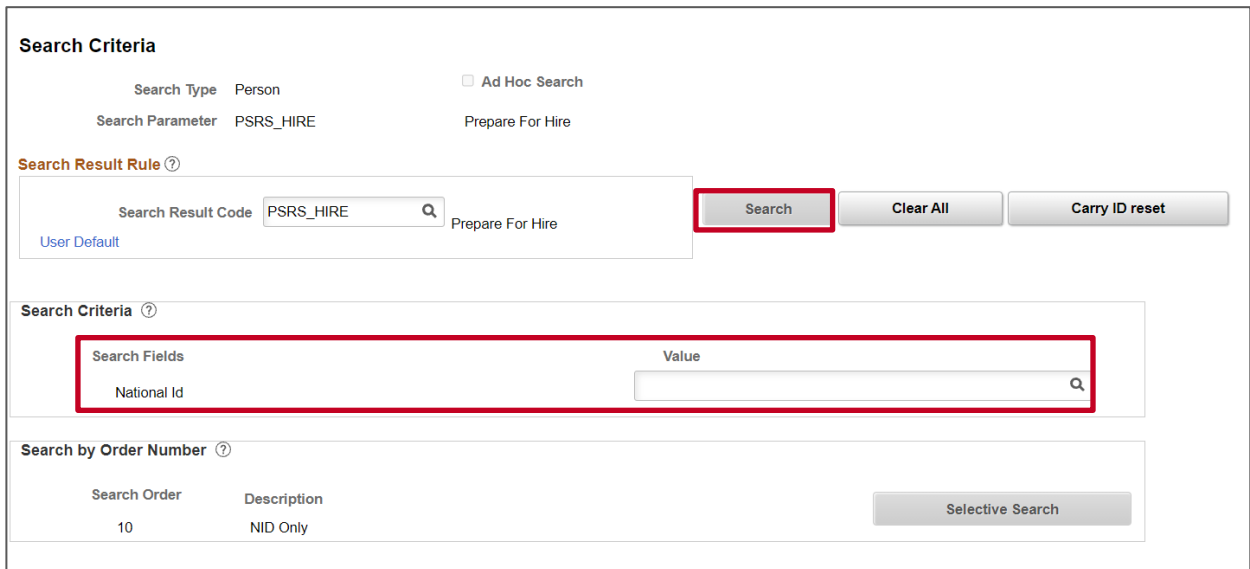
    Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.

2. Click the **Search for Matching Persons** link.

The **Search Criteria** page displays.

3. Enter the employee's SSN into the **Value** field.

4. Press the **Tab** key on the keyboard to enable the **Search** button.

    Note: The SSN is reformatted automatically (i.e. dashes are removed if they were entered).

5. Click the **Search** button.

The **Search Results** section displays the person's employee ID along with their last name, first name and a link to the **Personal Organizational Summary** page.

Search Results

Search Type	Person
Search Parameter	PSRS_HIRE
Result Code	PSRS_HIRE

☐ Ad Hoc Search

Prepare For Hire

Prepare For Hire

▼ **Search Results Summary**   Return to Search Criteria

Number of ID's Found	1	
Search Order Number	10	NID Only

▼ **Search Results**

🔍 |◀ ◀ 1-1 of 1 ▼ ▶ ▶| | View All

		Empl ID	Last Name	First Name	Middle Name			
1	Carry ID		DOE	JOHN		Person Organizational Summary	＋	－

6. Click the Personal Organizational Summary link.

The **Person Organizational Summary** page displays showing the employee's previous job information.

Person Organizational Summary

JOHN DOE   Person ID

▼ **Employment Instances**   🔍 | |◀ ◀ 1 of 1 ▶ ▶| | View All

ORG Instance	0	Last Hire 1/10/2003	Termination Date 9/12/2021
HR Status	Inactive	Payroll Status Terminated	
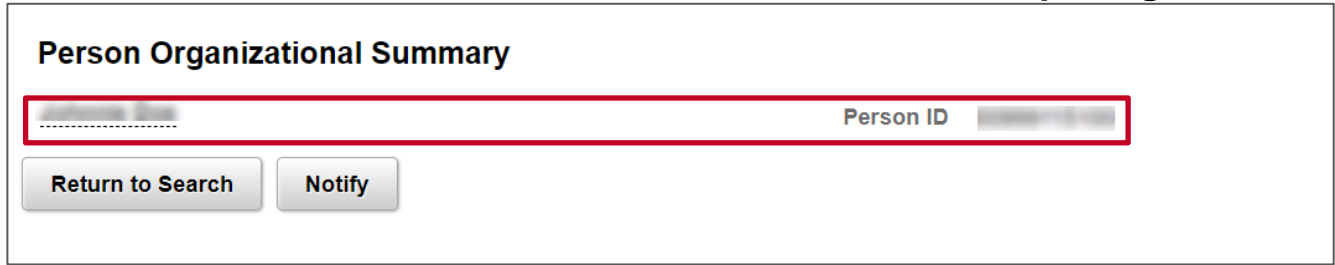
Assignments

🔍 |◀ ◀ 1-1 of 1 ▶ ▶|
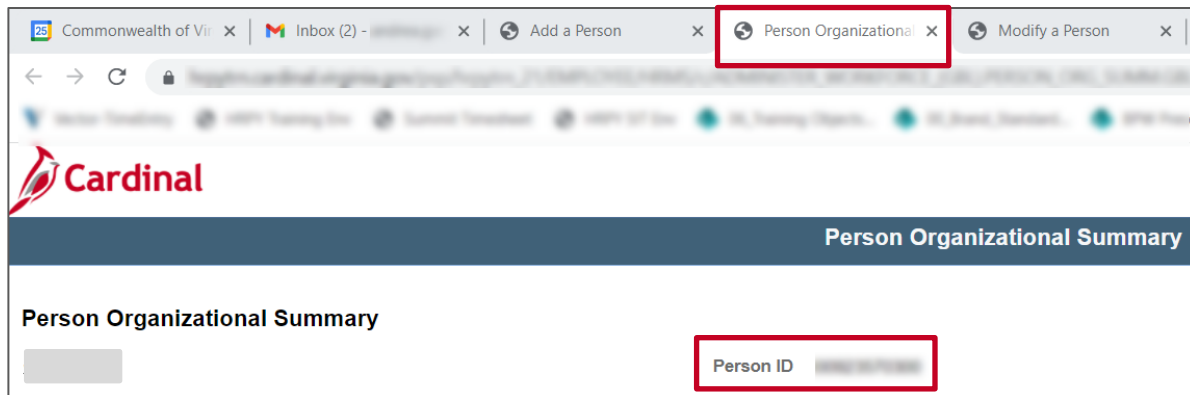
Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	9/12/2021	18200	10/05/2019	Classified	9/12/2021	19070	3	Terminated

Note: This page provides summarized information regarding any other jobs the person currently or previously held at the Commonwealth of Virginia. The information here helps to determine how to process the employee in Cardinal.
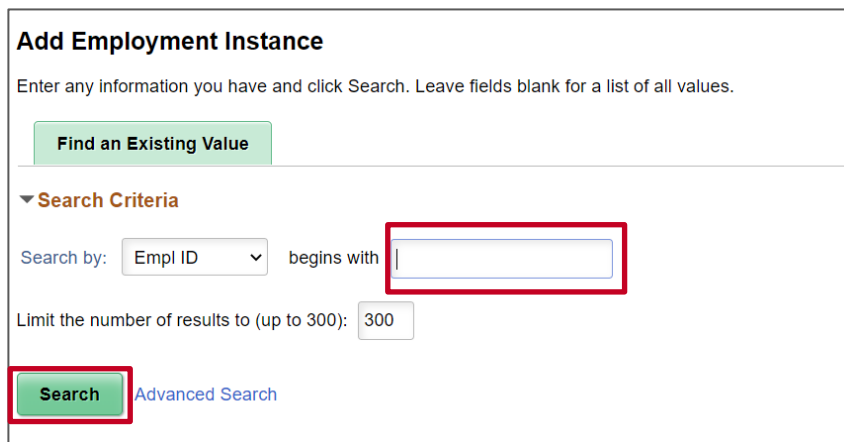
Note: If there is no previous job information for the person, the **Personal Organizational Summary** page displays with only the employee's name and Person ID.

7. Copy the **Person ID** and click the **X** to close the **Person Organizational Summary** tab at the very top of the screen.

8. Navigate to the **Add Employment Instance** page using the following path:

   Navigator > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance

9. Enter the **Employee ID** or **Person ID** and click the **Search** button.

Do you wish to open the Job Data associated to this emplid: ▓▓▓▓▓▓▓▓ Employee Record: 0 (25101,91)

| Yes | No |

Note: For guidance on how to answer this question, review the following scenarios below:

- Click the **No** button if the employee is being rehired into a different agency or back into the same agency but into a different employee type (i.e., wage to salaried). The **New Employment Instance** page displays and clicking the **Add Relationship** button creates a new employee record that the employee can be hired into. Refer to the Job Aid titled **HR351 Creating a New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

New Employment Instance
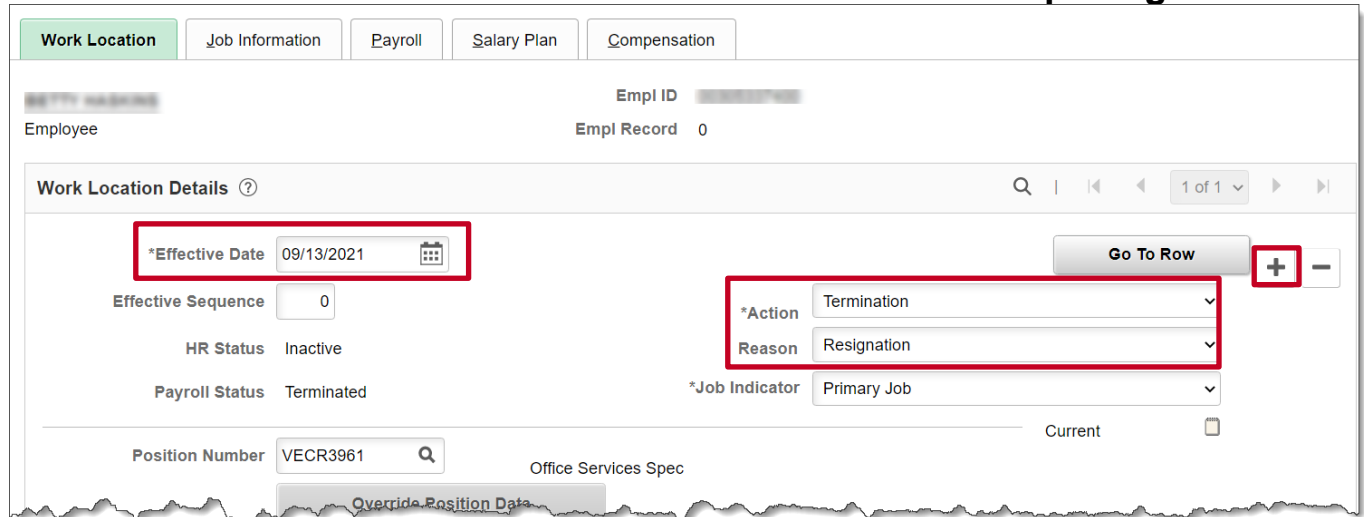
Empl ID ▓▓▓▓▓▓▓

Empl Record 0

Add Relationship

- Click the **Yes** button if the employee is being rehired into the same agency (18200) and back into the same employee type (i.e., wage to wage). This hires the employee back into same employee record they had previously.

10. After clicking the **Yes** button, the job data pages displays the current record of the termination action.
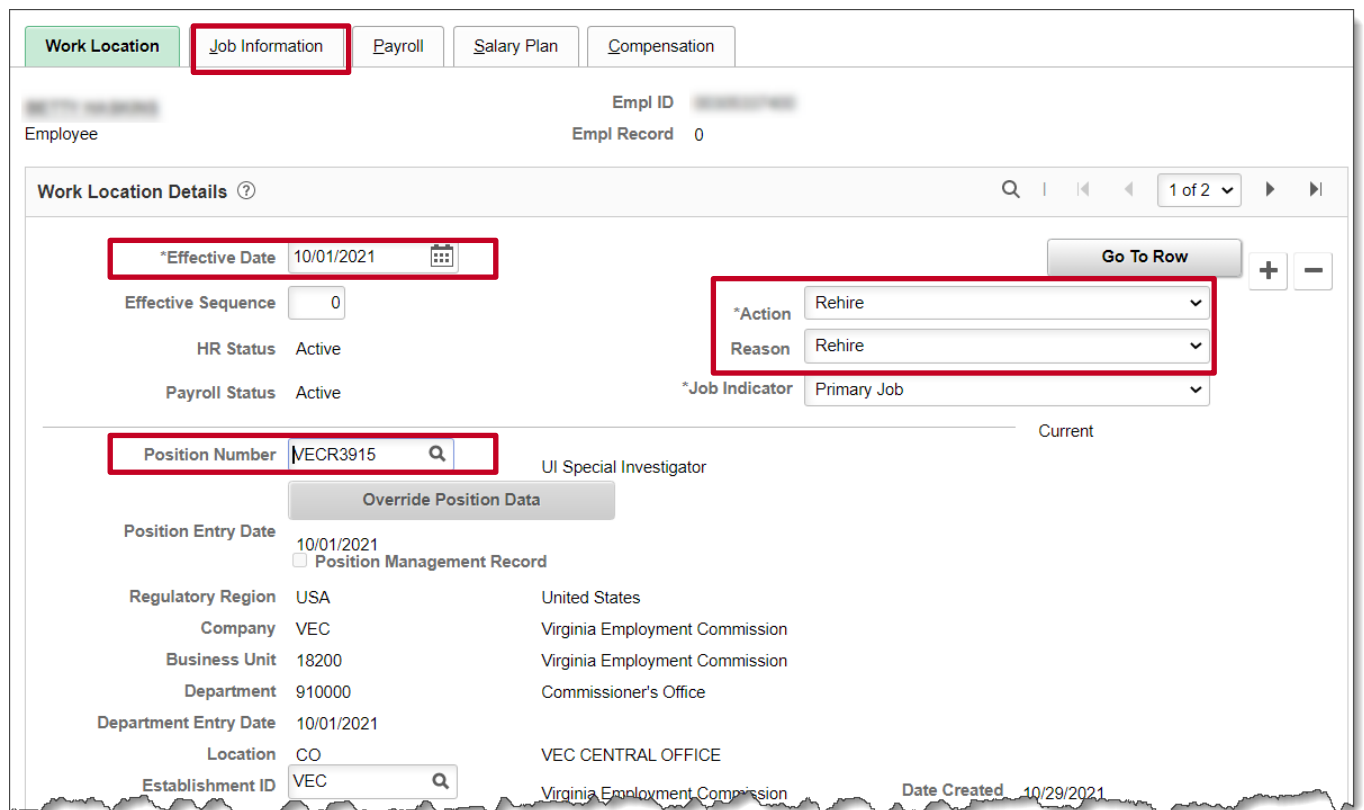
11. Click the **Add a Row** button to add a new effective dated row.

12. The **Effective Date** field defaults to the current system date. Update this date to the date of the rehire as needed using the **Calendar** icon.

13. Select the **Action** of **Rehire**.

14. Click the applicable **Reason** from the drop-down button.

Note: For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR351 Action Reason Workbook**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

15. Enter/select the Position Number in the **Position Number** field using the look-up icon.
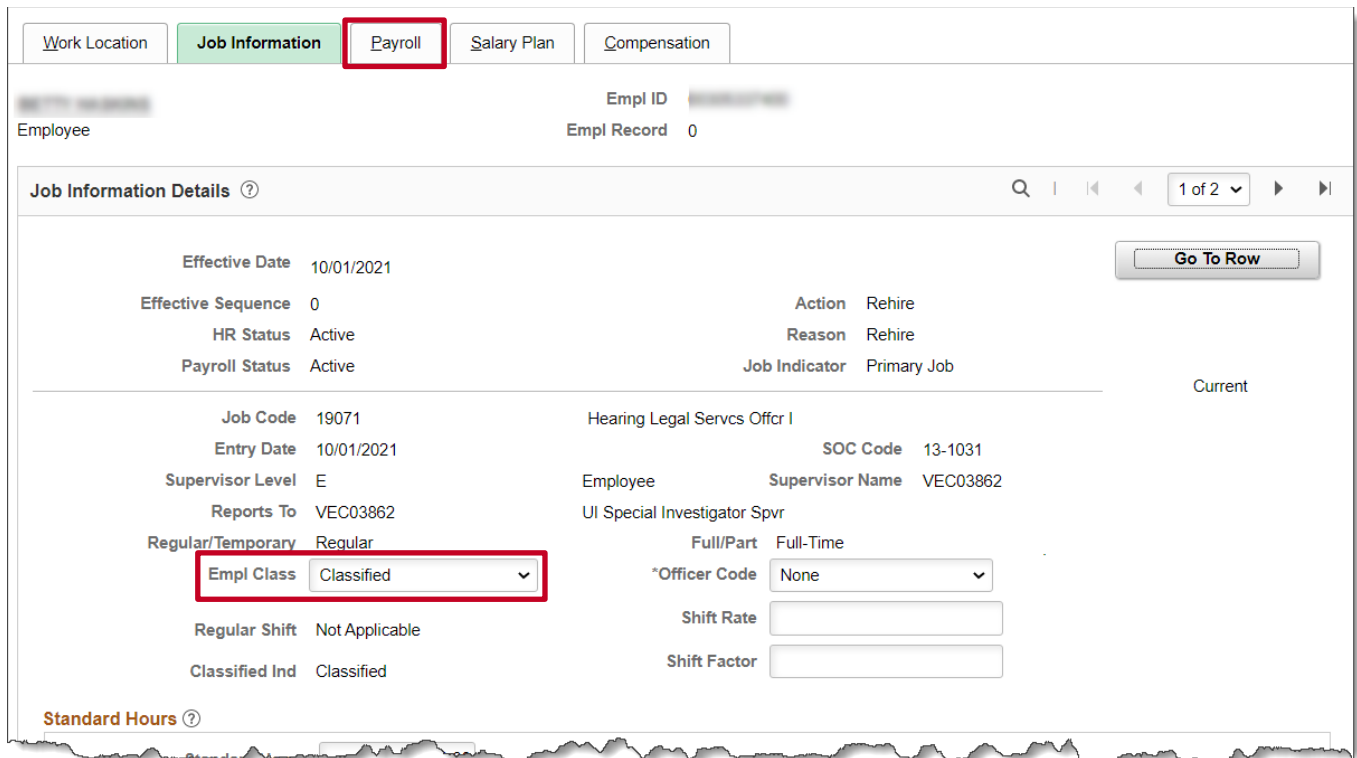
The **Work Location** tab refreshes and the remaining Position Data populates based upon the selected **Position Number**.

16. The remaining information populates based on the Position Number entered/selected. Review the information. If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

    Note: For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

17. If the Position Data is correct, click the **Job Information** tab.

The **Job Information** tab displays.

18. Review/Select the employee classification using the drop-down button in the **Empl Class** field.

19. Click the **Payroll** tab.

The **Payroll** tab displays.
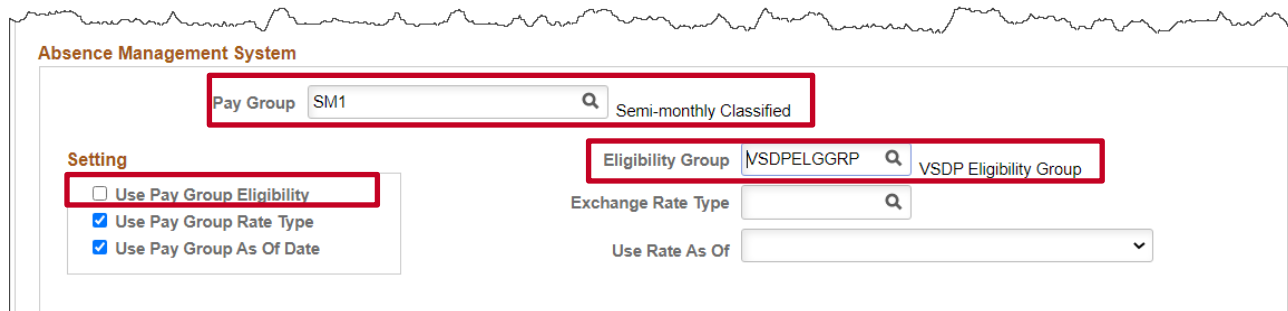
20. The **Absence System** field defaults to "**Other**". If the agency uses Cardinal Absence Management, click the drop-down button and select "**Absence Management**".

21. Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America**

    Note: The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.

    Note: FICA Status defaults to Subject, if the agency is using Cardinal Absence Management this value will remain as defaulted in.

    Note: The **Absence Management System** section only displays if "**Absence Management**" is selected in the **Absence System** field above.

22. Enter/select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto-populated.

23. Enter/select the appropriate Eligibility Group in the **Eligibility Group** field.
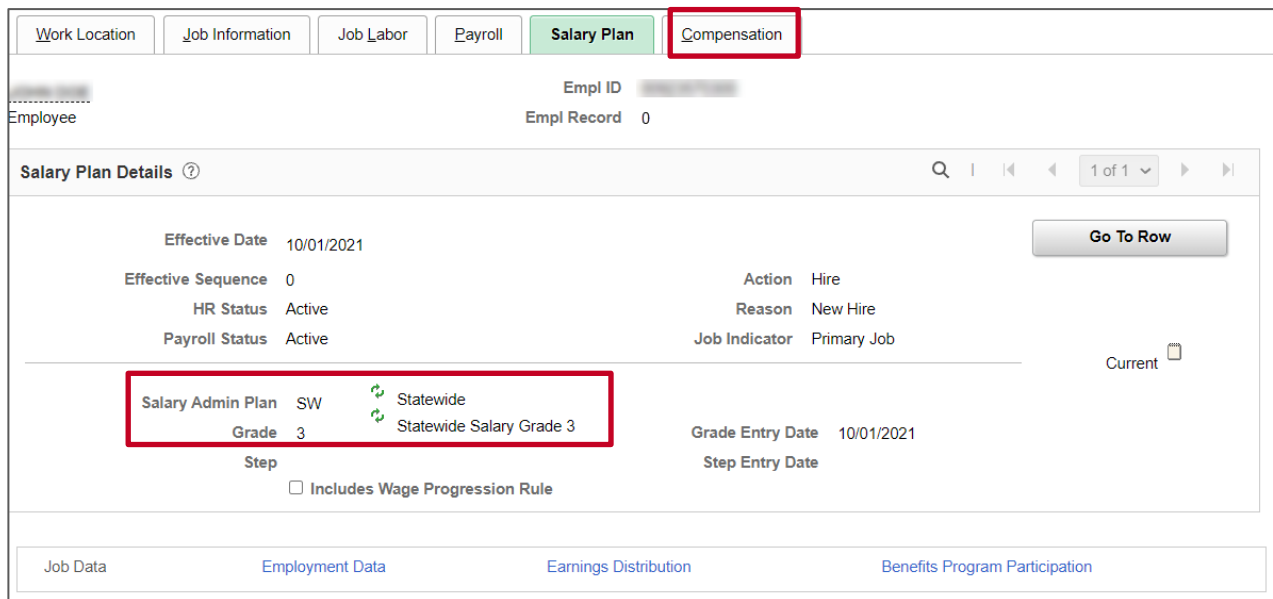
24. De-select the **Use Pay Group Eligibility** checkbox.

25. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page.

The **Salary Plan** tab displays.
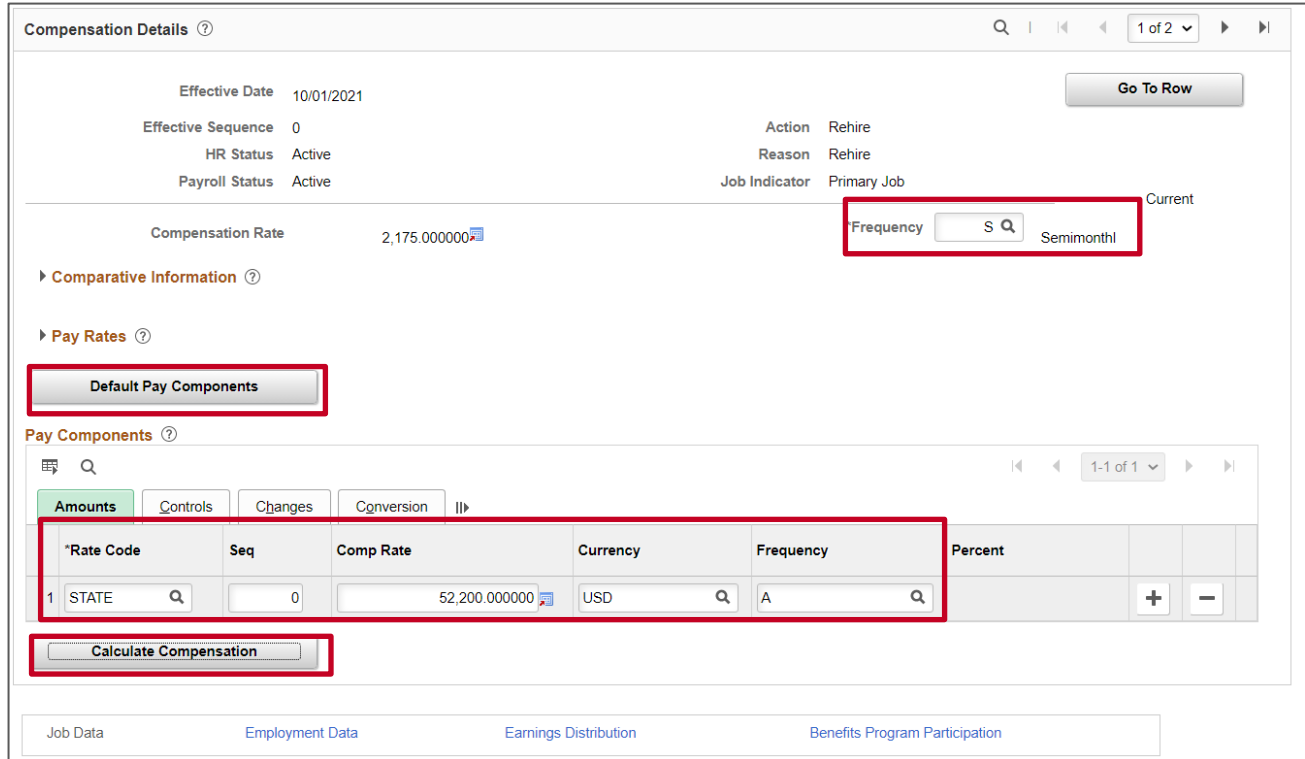
26. Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.

    Note: For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

27. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.

28. Enter/select the applicable Frequency Code in the **Frequency** field.

   Note: The Frequency for salary employees is Semi-monthly, PAY18, PAY20, or PAY22.

29. Click the **Default Pay Components** button.

30. Enter/select the applicable Rate Code in the **Rate Code** field.

31. The **Currency** and **Frequency** fields default based on the **Rate Code** entered/selected. Enter the applicable annual compensation amount in the **Comp Rate** field.

32. Click the **Calculate Compensation** button.

The page refreshes.

33. Click the **Employment Data** link at the bottom of the page.

The **Employment Information** page displays.

34. Review the employment information and validate for accuracy.

35. If updates to **Continuous State Service Date, Leave Eligibility Service Date,** and **Previous Months of Service** are needed see the Job Aid titled **HR351 Impact of Breaks in Service Overview** Job Aid. This document can be found on the Cardinal website under Learning.

36. Click the **Benefits Program Participation** link.

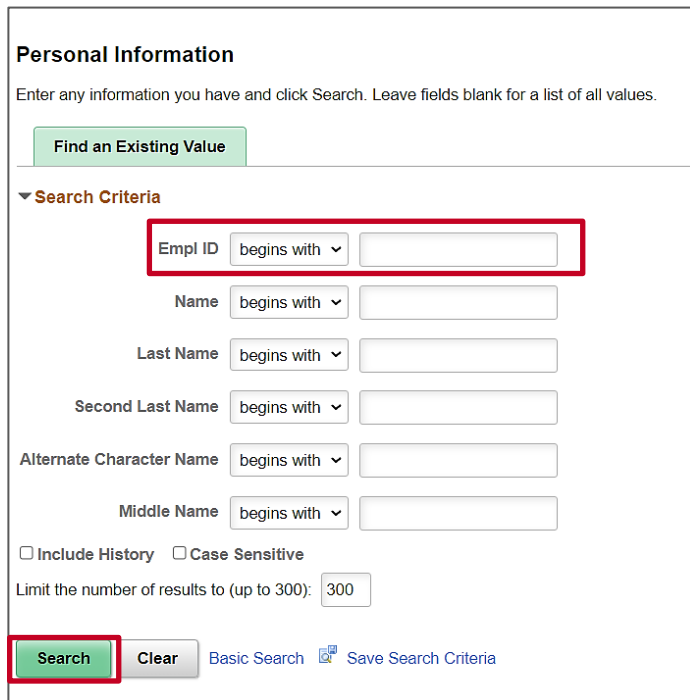The **Benefit Program Participation** page displays.

37. Review the Benefits Program Participation information and validate for accuracy.

38. Update **Elig Fld 1 – 9** as needed.

   Note: If any of the Benefit Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on Eligibility Configuration Fields, see the **Job Aid** titled **BN361 Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

39. Click the **Save** button.

Viewing/Updating Personal Data

1. Review the employee's personal information by navigating to the **Modify a person** page using the following path:

   Navigator > Workforce Administration > Personal Information > Modify a Person

The **Modify a Person** page returns.

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID	begins with ▼	
Name	begins with ▼	
Last Name	begins with ▼	
Second Last Name	begins with ▼	
Alternate Character Name	begins with ▼	
Middle Name	begins with ▼	

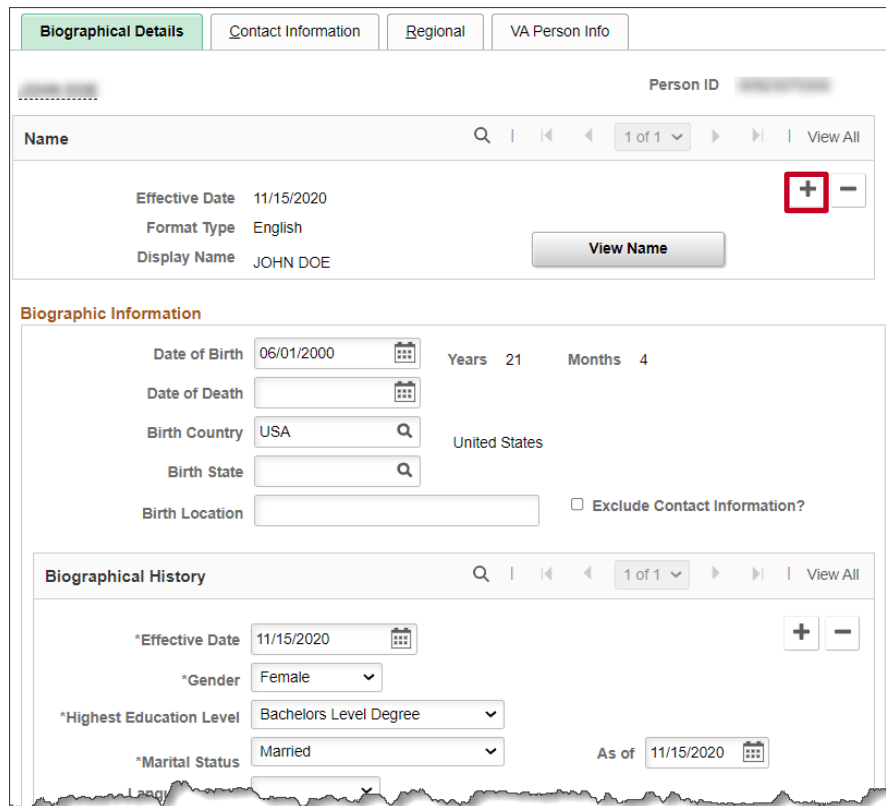☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search	Clear	Basic Search	Save Search Criteria

2. Enter the applicable employee ID in the **Empl ID** field.
3. Click the **Search** button.

The **Modify a Person** page displays with the **Biographical Details** tab displayed by default.
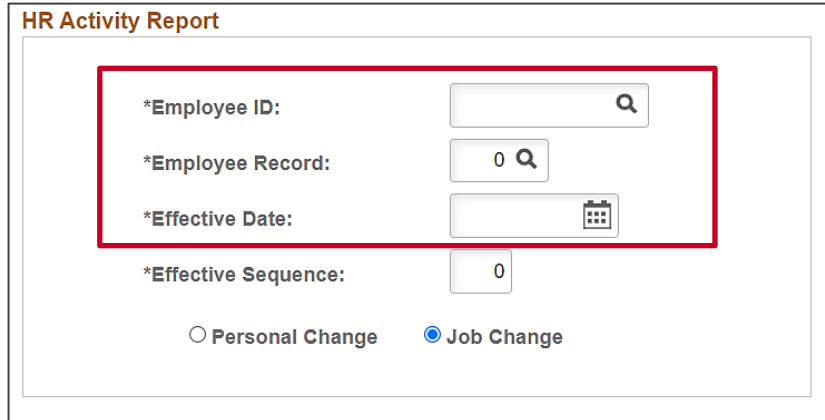

4. If changes need to be made to the employee's personal data, click the **Add a Row** icon to make the applicable updates on each tab.

Run the Employee Activity Report

1. To run the **Employee Activity Report** for the employee, use the following navigation:

   Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report

2. Enter the appropriate Employee ID, employee record and effective date of the rehire.

Note: For additional information on the Employee Activity Report, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources.**

Print the report and place the printed transaction in the employee file for future audit requests.